


Department of the Army
First Region (ROTC)
United States Army Cadet Command
Fort Bragg, North Carolina 28310-5000

FRFG DD 2086
8 August 2001

Preparation of DD Form 2086

RECORD OF FREEDOM OF INFORMATION (FOI) PROCESSING COST

FOR THE COMMANDER:



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COL, AD
Chief of Staff

PROPONENT: The proponent of this publication is Personnel and Administration Division, Headquarters, First Region (ROTC), US Army Cadet Command. Comments should be sent directly to Headquarters, First Region (ROTC), US Army Cadet Command, ATTN: ATOA-PA, Fort Bragg, North Carolina 28310-5000.

SUPERSESSSION: This form guide supersedes FRFG DD2086, 26 Mar 99.

APPENDIX A: DD Form 2086 preparation (page 3)

DISTRIBUTION: A; D; J; S
Distribution codes used are explained in FRMOI 25-1.

This document is available on the INTERNET at:
www-rotc1.bragg.army.mil

1. Purpose. This form guide provides guidance on the preparation of DD Form 2086, Feb 00 (Record of Freedom of Information (FOI) Processing Cost).

2. References.

a. AR 25-55

b. FRMOI 25-55

3. General.

a. Referenced publications provide the regulatory guidance on the Freedom of Information Act Program.

b. This form guide will be used to aid in the preparation of the DD Form 2086. The form may be completed using the FormFlow software.

c. The DD Form 2086 will be completed for all requests for information processed under the Freedom of Information Act.

d. Completed forms will be forwarded to the Cadet Command Freedom of Information Act Officer, along with the requested material in accordance with FRMOI 25-55.

Preparation of DD Form 2086

RECORD OF FREEDOM OF INFORMATION (FOI) PROCESSING COST

- | | |
|-------------------------------------|---|
| 1. REQUEST NUMBER | Leave blank. This block will be completed by the Cadet Command FOIA Officer. |
| 2. TYPE OF REQUEST | |
| a. INITIAL | "x" the initial block if the request is an initial request. |
| b. APPEAL | This block is used by the Cadet Command FOIA officer to indicate the appeal of a denial. |
| 3. DATE COMPLETED | Enter the date the request for information is completed. Enter in YYYYMMDD, i.e., 20010820. |
| 4. CLERICAL HOURS | For each applicable activity category, enter time expanded to the nearest 15 minutes in the total hours column. |
| SEARCH | Time spent in locating the requested information. |
| REVIEW/EXCISING | Time spent reviewing the material and determining if the requested material is releasable. |
| CORRESPONDENCE AND FORM PREPARATION | Time spent in preparing the necessary correspondence and forms preparation. |
| OTHER ACTIVITY | Time spent in activity other than above, such as, duplicating documents, restoring files, etc. |

Multiply the time in the total hours column of each category by the hourly rate and enter the cost figures for each category.

5. PROFESSIONAL HOURS

For each applicable activity category, enter time expanded to the nearest 15 minutes in the total hours column.

SEARCH/REVIEW/EXCISING/
OTHER ACTIVITY

See explanation above.

COORDINATION/APPROVAL/
DENIAL

Time spent coordinating the staff action with interested offices or agencies and obtaining the approval for release of denial of the requested information.

Multiply the time in the total hours column of each category by the hourly rate and enter the cost figures for each category.

6. EXECUTIVE HOURS

For each applicable activity category, enter time expanded to the nearest 15 minutes in the total hours column.

SEARCH/REVIEW/EXCISING

See explanation above.

COORDINATION/APPROVAL/
DENIAL

See explanation above.

Multiply the time in the total hours column of each category by the hourly rate and enter the cost figures for each category.

7. COMPUTER SEARCH

When the amount of government owned (not leased) computer processing machine time required to complete a search is known, and accurate cost information for operation on an hourly basis is available, enter the time used and the hourly rate, then calculate the total cost.

8. OFFICE COPY
REPRODUCTION

Enter the number of pages reproduced. Calculate the total cost.

- | | |
|---|---|
| 9. MICROFICHE
REPRODUCTION | Enter the number of microfiche copies reproduced
Calculate the total cost. |
| 10. PRINTED RECORDS | Enter the total pages by category. |
| FORMS | Include any type of printed form. |
| PUBLICATIONS | Include any type of publication, such as regulation,
MOI, etc. |
| REPORTS | Include any type of memorandum, staff action
paper, etc. |
| Multiply by total number of pages in each category by the rate per page and enter cost figures. | |
| 11. COMPUTER COPY | Enter the total number of tapes and/or printouts. |
| Multiply by the actual cost per tape or printout and enter cost figures. | |
| 12. AUDIOVISUAL MATERIALS | Enter the actual cost of duplication to include the
wage of the individual doing the work. |
| 13. FOR FOI OFFICE USE ONLY | Leave blank, the Cadet Command FOIA Officer
will complete these blocks. |